



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

January 9, 2026

DIVISION MEMORANDUM

No. 027, s. 2026

**ADDENDUM TO DM NO. 020 DATED JANUARY 8, 2026 "AUTHORITY TO
PERFORM DUAL FUNCTIONS DURING TRANSITION PERIOD OF THE NEWLY
PROMOTED NON-TEACHING PERSONNEL"**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors/Acting PSDSs
Heads of Elementary and Secondary Schools
All Others Concerned


This Addendum is issued to further clarify and supplement the provisions of **DM No. 20, s. 2026**. The authority herein shall likewise extend to the **Registrar I transferred to an Administrative Officer II (AO II) item**, considering that the HRMPSB is currently fast-tracking the recruitment process for the replacement.

However, **SDO personnel promoted to Administrative Officer II (AO II) shall not be covered by this Memorandum** for the performance of dual functions, particularly those assigned to the Accounting and Finance Sections, in consideration of their direct involvement in managing division-level financial systems.

Said personnel may fully assume the functions of Administrative Officer II in school upon the assumption to duty of the replacement to ADAS III in SDO Office.

All other provisions shall remain in full force and effect.

Immediate dissemination with this Memorandum is desired.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent



Address: 0050 Lino Chatto Drive Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
Email Address: deped.bohol@deped.gov.ph





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No. 020, s. 2026

**AUTHORITY TO PERFORM DUAL FUNCTIONS DURING TRANSITION PERIOD OF
THE NEWLY PROMOTED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
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This Office respectfully grants authority to allow newly promoted from Administrative Assistant II/III to Administrative Officer II (AO II) to perform dual functions, through proper scheduling, by reporting both to their newly assigned school or station and their previous school assignment, while awaiting the replacement for the vacated position.

Please be informed that the Human Resource Merit Promotion and Selection Board (HRMPSB) is currently conducting the recruitment and selection process to ensure that the ranking for ADAS II and III positions will be completed within the month of January 2026.

All affected School Heads are requested to extend their full support to ensure that no administrative and financial functions are compromised, that the continuous delivery of administrative services is maintained, and that a smooth transition is facilitated, including the proper turnover of school property, records, and accountabilities to the incoming successors once the vacant positions are filled.

This request applies only to schools directly affected by the vacancies and where no other personnel are available to handle/assume temporarily the essential administrative functions.

Immediate dissemination of and compliance with this Memorandum is desired.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent



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